

**Engagement of the services of Part-Time Medical Consultant (on contract basis)
with fixed hourly remuneration - Terms and Conditions of the Contract**

1. You shall attend to Char Imli staff quarters, RBI colony dispensary with duty hours from 8:30 AM to 11:00 AM (Monday and Saturday) and from 5:00 PM to 7:15 PM (Tuesday to Friday). The duty hours are as mentioned above (or for longer period as may be necessary) excluding Bank holidays except days declared as holidays for purposes of half yearly closing and annual closing subject to the condition that the dispensary will not be kept closed for two successive days. The Bank may also use your services in any of the Bank's dispensary at Bhopal during the working hours of that dispensary.
2. You will give advice free of charge, prescribe medicines and administer injections free of charge to the members of the staff including touring staff of the Bank, the members of their families including dependent parents and retired employee members / their spouses who are members of the Medical Assistance Fund Scheme, who present themselves during that time (the timings and / or duration may be changed as and when considered necessary by the Bank). You will be available for consultation at your private clinic in urgent cases in respect of employees of the Bank at any time with charges at the rate prescribed in the schedule.
3. You will provide the facilities referred to in paragraph (2) above to the relatives of the employees who have been permitted to reside with them in the Staff Quarters and facilitate recovery of charges from the employees for credit to the Bank's account at the rates prescribed by the Bank from time to time.
4. You will be required to perform duties similar to those of a General Medical Practitioner irrespective of whatever post-graduate or other medical qualifications you may possess / acquire in future. It shall be your responsibility to ensure that the qualifications you hold or acquire in future do not restrict you in any manner from rendering the services required of a General Medical Practitioner and if as per any stipulations by the Indian Medical Association, the qualification you hold or acquire as the case may be, comes into conflict with the Bank's requirements as indicated above, to work as a general practitioner, you will be required to ensure that no liability or responsibility on this account devolves on the Bank under any circumstance and shall indemnify and keep indemnified the Bank at all times against the same.
5. Your duties at the RBI dispensary will include, apart from other requirements as mentioned above:
 - i. Treatment of minor and major illness for which the employees and their dependents may call on you.
 - ii. Treatment of emergency cases brought to the dispensary or in the departments or in the Bank's premises or outside the Bank's premises and reference to appropriate Hospitals whenever called upon to attend even when such necessity arises outside your normal working hours.

- iii. Administration of all types of injections – The responsibility for administering all types of injections rests with you for any untoward reaction. As a rule, administration of injections by the Pharmacists in your absence is to be discouraged. You will be required to train the Pharmacists to administer routine and simple type of injections when the work is heavy.
- iv. The important dressings and minor surgeries are to be handled only by you. If you are convinced that the Pharmacists, have the requisite competence routine dressings may be handled by them.
- v. In case of Cardio-vascular or other major emergencies and accidents, you should accompany the patient to the hospital, if you are available at the location.
6. You will be required to visit any member of the Bank's Staff staying in the Quarters whenever required to do so by the Bank and submit a report on their health. For such visits you will be paid visit fees as per the schedule of rates fixed by the Bank.
 7. You will be required to issue certificate in support of leave on medical grounds wherever necessary and countersign the certificates produced by the employees from other qualified medical practitioners, if you are satisfied about the genuineness of the case.
 8. You will be required to attend on officers and members of their family at their residence when required by them and will be entitled to charge them a visit fee or consultation fee, as fixed by the Bank having regard to the local conditions. The visit fee / consultation fee, so fixed, will be inclusive of charges for administration of injections, etc. No other charges should be levied by you for such visits.
 9. If and when required to do so, you will certify in such form as may be prescribed by the Bank from time to time as to the state of health and / or fitness for service of any employee or any prospective employee who may be selected for appointment at any Office of the Bank.
 10. You will be required to issue order forms (prescribed) on the approved chemists of the Bank for supply of special / costly drugs or injections required for curative purpose to the Bank's staff and forward copies thereof to the Bank for payment of the relative bills.
 11. You will be required to use your good offices for securing hospital facilities in case the employees of the Bank or their families (for indoor hospitalization under Direct Settlement Facility) require such facilities in the hospital.
 12. You will be required to inspect the Office premises, Staff quarters and Officer's quarters once a month and report whether they are kept in a sanitary and hygienic condition.
 13. You will be required to do prophylactic inoculations for typhoid etc. and vaccination for small – pox whenever necessary.
 14. You will be required to submit an annual report as on the 30th June in the prescribed form on the general health of the staff.
 15. You will be responsible for the proper storage of medicines and their distribution and you will arrange the maintenance of all necessary records for the purpose.
 16. You will also be required to advise on drug indents, and to counter-check the drug stock-balance and consumption.

17. You will be required to give professional opinion including reasonableness of the cost of treatment pertaining to the various items of medical claims as and when the same are referred to you.
18. You will be required to attend to any other work assigned by the Bank from time to time relating to administration of Bank's Medical Facilities Scheme and Medical Assistant Fund Scheme including dispensary facility as are generally performed / required to be performed by a General Medical Practitioner.
19. For the services rendered by you, you will be paid Rs.850/- per hour for the entire contractual service i.e.3 years. The fixed remuneration is payable on a monthly basis. Out of the total monthly remuneration so payable, a sum of Rs.1000/- per month will be treated as conveyance expenses. If you are required to attend to the Dispensary on any public holiday, you will be compensated at Rs.850/- per hour. Further, no superannuation benefits viz. Pension, Provident Fund or Gratuity will be payable. No leave would be admissible. No perquisites / facilities would be made available. Taxes on the income would be deducted at sources as per extant rates and Government notifications.
20. In the event of your absents from duty, you shall be required to make substitute arrangements acceptable to the Bank viz. in terms of qualification and experience at your own risk and cost.
21. You will be under the administrative control of the Regional Director, Reserve Bank of India, Bhopal.
22. You will be required to adhere to the Code of Conduct as given in Annex-II to these Terms and Conditions.
23. Your contract will be valid for a period of three years from the date of engagement subject to your accepting the above Terms and Conditions and observing the Code of Conduct of the Bank as given in Annex-II.
24. The engagement under the contract is temporary. No claim shall lie for regular employment on that basis at any stage or for pay and perks payable to regular employees.
25. The contract will be terminable during the period of the contract, on three months' notice on either side or three months' remuneration calculated on the basis of per month in lieu thereof.
26. Any dispute arising on account of the contract shall be subject to the jurisdiction of the Courts of Bhopal.